



# New Club Proposal

## STUDENT ACTIVITIES - WKA CAMPUS

In this packet, you will find information regarding the process of establishing a club at New Trier's Winnetka Campus. Please review this packet entirely before submitting your proposal to the Student Activities Office, Room W021D in the Student Lounge.

### Deadline to submit a proposal:

First semester: OCT 1 (for clubs to begin no sooner than NOV 1)  
Second semester: FEB 1 (for clubs to begin no sooner than MAR 1)  
Future planning: APR 1 (for clubs to begin the following fall)

Questions can be directed to the Student Activities Coordinator:

Ms. Stacy Kolack  
Student Activities Coordinator  
[kolacks@nth.net](mailto:kolacks@nth.net)

- 1 PROPOSAL & MEETING** - Student(s) complete this "New Club Proposal" and return pages 3-8 to the Student Activities Office (W021D) *in person* by the deadline. Sometime during the month that the deadline closes, we will contact you at your school email to schedule an appointment to review your proposal with the Activities Coordinator.
- 2 STUDENT COUNCIL** - If your proposal meets all the conditions and criteria for school-recognized clubs and no further clarification is needed, your proposal will be passed on to the Student Council. You will then be invited to present your proposal to the Student Council Club Committee during period 5. (You will receive an excursion card via advisery). The Clubs Committee will recommend acceptance or rejection of your proposal.
- 3 TRIAL PERIOD** - The final decision is made by the Student Activities Coordinators. If accepted, your club will then enter a 3-month trial period, at the end of which time Student Council will request meeting summaries detailing your club's agendas, activities, and number of active members. The Activities Coordinator will then meet with your club sponsor.
- 4 ACTIVE STATUS** - If the club is determined to be viable at the end of the trial period, the Activities Coordinator will provide you with an official club charter form. Complete this form and make a follow-up appointment with the Activities Coordinator to review. If no further clarification is needed, the Activities Coordinator will then bring the club forward to the Stipend Review Committee. If approved, the club will officially move to active status.

**IMPORTANT:** Advertising and meetings may not take place prior to successful completion of all steps in the approval process. Students may visit with the Student Activities Coordinator in W021D at any time with any questions.

## **GENERAL CLUB CRITERIA**

Although clubs at New Trier span a variety of interests, there are some general characteristics shared by all clubs. These include:

1. Clubs must be student-driven, and students may not submit a proposal after their junior year.
2. Clubs must have at least 7 regular members. Only current New Trier students may participate.
3. Apart from a few, seasonal exceptions, clubs meet regularly throughout the year. Clubs may only meet before or after school, not during the school day or during open advisery.
4. Clubs must be open to all students. Tryouts, applications, and/or elections are only acceptable if appropriate and approved by the Student Activities Coordinator.
5. A primary function of our clubs is that they are offered by New Trier and are therefore housed at New Trier. Typically, club meetings take place on campus, unless we are not able to offer a comparable experience within our own facilities (i.e., Ski Club).
6. Clubs must meet a need that is not already available at the school or in the community.
7. New Trier clubs are autonomous. We do not provide access to outside groups seeking to contact and/or recruit our students, however worthy the intent. If a group already exists in the greater community outside of the school, it is independent of the school and therefore typically not eligible to apply for club status. Some of our clubs maintain relationships with outside agencies that provide partnership and support, but they are not governed by these organizations. Clubs that participate in academic-based activities sponsored by external organizations work with organizations that have specific, school-only affiliations, guaranteeing a higher level of conduct, accountability, and safety.
8. New Trier clubs establish their own activities, initiatives, and curricula. They are not governed by the directives or governance of outside organizations.
9. Fundraising, drives, and/or collections may not be the primary focus of any new club's mission.
10. All clubs must have an adult sponsor who is selected and hired by the Student Activity Coordinators. Ideally, this sponsor is a full-time, New Trier employee. Sponsors must be present at **ALL** club meetings, informal gatherings, events and competitions, excursions, and activities.

*Also note:*

11. A club may lose its charter if it does not comply with minimum membership and/or meetings, or if it does not act in accordance with school rules or its proposed mission.
12. To amend a club charter after it has been approved, a club must submit an "Amendment Form" to the Student Activities Office, which will be reviewed by the Student Activities Coordinator and the Student Council.



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## STUDENT ACTIVITIES - WKA CAMPUS

### CONTACT INFORMATION

Proposed Name of Club: \_\_\_\_\_

Proposed Sponsor Name: \_\_\_\_\_

Student(s) Submitting the Proposal (may not be seniors during the trial period):

Name(s)	E-mail Address(es)	Adviser Name
_____	_____@student.nths.net	_____
_____	_____@student.nths.net	_____
_____	_____@student.nths.net	_____

**Type of Club:** (select up to three)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Academic            | <input type="checkbox"/> De-Stress/Mindfulness  | <input type="checkbox"/> Recreation       |
| <input type="checkbox"/> Activism/Advocacy   | <input type="checkbox"/> Cultural/International | <input type="checkbox"/> Service/Outreach |
| <input type="checkbox"/> Arts/Media          | <input type="checkbox"/> Games/Gaming           | <input type="checkbox"/> Special Interest |
| <input type="checkbox"/> Business/Innovation | <input type="checkbox"/> Government/Political   | <input type="checkbox"/> STEM             |
| <input type="checkbox"/> Competition         | <input type="checkbox"/> Publication            | <input type="checkbox"/> _____            |

### VERIFICATION

I certify that this proposal complies with all the “General Club Criteria” on page 2 of this packet.

\_\_\_\_\_  
(Student Leader Signature - print form and sign)

\_\_\_\_\_  
Today's date

\_\_\_\_\_  
(Proposed Sponsor Signature - print form and sign)



4. **WHEN** will you meet (frequency/ time/ day of week)?

5. **WHY?** Does this club address a new need? How is it different from the other already established clubs, groups, activities offered at New Trier?

6. **HOW** does your club address the New Trier motto? How will it enhance students' overall New Trier experience?

What steps will you take to ensure this club is successful during *and* after the trial period? (please be specific)

How will you ensure this club's continued viability and sustainability after you graduate?

**OTHER:** List any special equipment needed, if any.

Explain any anticipated travel that may be part of this club, if any.

Discuss your anticipated budget and projected expenses, if any. How do you plan to provide for startup costs? (You will not be able to apply for funds for the first full calendar year).

Identify the leadership structure for your club (titles, positions, responsibilities). Be sure to include the selection criteria as well.

We look forward to learning more about your idea!  
**Student Activities Department**

**PEER SUPPORT** - Please collect at least 12 hand-written signatures of students who are interested in participating in the proposed club. A variety of students and grade levels may help strengthen your proposal but is not required.

Name	Adviser	Student ID	Signature
1.			
2.			
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*(Do not exceed the spaces provided.)*